



**Bharatiya Vidya Bhavan's
SARDAR PATEL INSTITUTE OF TECHNOLOGY**

(Autonomous)

Munshi Nagar, Andheri(W), Mumbai – 400 058.

General Service Policy at Sardar Patel Institute of Technology

Monetary Benefit

- **Salary**

Salary shall be paid as per the 7th Pay Commission recommendations, adopted by the Governing Council of S.P.I.T.

- **Provident Fund**

Provident Fund under Employees Provident Fund Act, 1952 shall be applicable to all teaching and non-teaching staff members in the institute. The statutory deduction as per the act has been revised with approval from Governing Council and implemented in S.P.I.T. from

March'09, to be frozen at the rate of 12% of March'2009 salary as per Vth Pay Commission.

- **Gratuity**

Teaching and Non-Teaching staff members completing continuous service of minimum 5 years in the institute shall be eligible for Gratuity under 'The Gratuity Act, 1972' .

- **Medical Insurance Policy**

Faculty and staff may have their own mediclaim policy and the institute will reimburse the premium amount at actuals limited to a maximum amount of Rs.7000/- per year to each full-time employee of S.P.I.T. The reimbursement will be granted on submission of payment receipt and policy copy to the office.

- **Leave Travelling Concession**

Permanent staff member shall be eligible for leave travel concession for visiting his/her native place once in two years or for Maharashtra Darshan (any one place in Maharashtra) once in four years. The expenses incurred for traveling to the above places shall be reimbursed by the college on production of tickets/proof of travel details etc. The benefit is extended to permanent staff after completing a probation period of 2 years.



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[Leave rules for employees of Sardar Patel Institute of Technology](#)

Applicability

The provisions in these rules shall apply to all permanent/on probation employees of the Sardar Patel Institute of Technology, Mumbai.

Right to leave

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

Application for leave

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

Authority empowered to sanction Leave

- Applications for leave shall be addressed to the Principal / Dean/ Registrar / Head of Department.
- Leave may be sanctioned by the Principal or by a member of staff to whom the power has been delegated. Normally, the Registrar will regulate the leave accounts of the staff members (Faculty and Non-faculty).
- The Chairman may sanction the leave of the Principal.

Commencement and termination of leave

- Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- Saturdays, Sundays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.



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Combination of leave

- Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

Grant of leave beyond the date of retirement and in the event of resignation

- No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- If any employee of the Institute resigns, he/she shall not be granted any leave due to his/her credit either prior or after his/her resignation. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

Conversion of one kind of leave into another kind

- Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

Grant of Leave on medical grounds

- An application for leave on medical grounds shall be accompanied by a medical certificate in prescribed form from such Medical Officer as may be prescribed or a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.
- The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Medical Officer to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the College.
- The grant of a medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave; however, the sanctioning authority can sanction such leave at its discretion.



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Rejoining duty before the expiry of leave

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

Application for leave

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

Recall to duty before the expiry of leave

- In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

Absence after expiry of leave

- Unless the authority competent to grant leave extends the leave, an Employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- Willful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.



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Following are the kinds of leave :-

1. Casual Leave :

- a) An employee is entitled to 8 days casual leave per year.
- b) Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- c) Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.
- d) The employee shall be entitled to not more than 8 days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 8 days at a time. Any number of Sundays and / or Public holidays are permitted to be prefixed / or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances; it may be extended upto nine days.
- e) The casual leave cannot be combined with any other kind of leave except compensatory leave.
- f) Casual leave of half day can be granted to an employee.

2. Earned Leave:

- a) An employee who is not entitled to vacation shall be entitled to earned leave of 30 days in a year.
- b) Each employee's leave account shall be credited with earned leave in two installments of 15 days each on 1st January and 1st July of every calendar year.
- c) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- d) Provided that where the earned leave at the credit of the Employee as on the last day of December or June is 300 days or less but more than 285 days, the



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advance credit of 15 days earned leave on first day of January or July shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

- e) If the institute requires a faculty on duty during Vacation for some unavoidable reasons, Earned leave may be sanctioned in the proportion of 1 day against 2.3 days worked during vacation subject to a maximum of 30 days in a year.
- f) The employee may not avail more than 180 days earned leave at a time. Such a sanction would be at the discretion of the management.
- g) The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement or death as the case may be, subject to a maximum of 300 days.
- h) The employee who resigns from service shall be entitled to benefit of cash equivalent to 50% of unutilized earned leave standing to his / her credit, on the date of such resignation.

3. Leave on Half Pay:

The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his / her service. The leave on half pay due may be granted to the employee either on medical grounds or for private reasons. The leave requested on medical grounds shall have to be supported with a certificate from the Medical Authority.

4. Commuted Leave:

The employee may with the approval of Competent Authority, commute leave on half pay at his / her credit on medical grounds on the following conditions:

- a) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days availed of.
- b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.



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- c) Where an employee who has been granted commuted leave resigns from service without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

5. Maternity Leave:

- a) Maternity Leave may be granted to a permanent female staff with less than two surviving children and who has put in at least one year of continuous service, for a period of up to 180 days from the date of its commencement
- b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- c) Maternity Leave shall not be debited to the leave account.
- d) Maternity Leave may be combined with leave of any other kind except Casual Leave. Such a sanction would be at the discretion of the management.
- e) During maternity leave, leave salary equal to the last pay drawn is admissible.

6. Extraordinary leave:

- a) Extraordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances when no other leave is admissible
- b) The period of Extraordinary leave shall not count for increment.

7. Compensatory Leave:

- a) Employees asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Compensatory leave can prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave. At a time compensatory leave cannot be accumulated for more than 3 days. Compensatory leave has to be availed within the same calendar year (exception granted to staff required to work on Saturdays during the month of December and cannot avail leave immediately due to extensive workload can avail compensatory leave by the end of June of the next year).

8. Half Pay to Earned Leave

Half pay leave can be converted to Earned leave for vacation staff members subject to the following conditions:



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- a) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
- b) It can be sanctioned on the following grounds:
 - a. On death of family member
 - b. On marriage of close blood relation
 - c. Board exams of son/daughter
 - d. Any other reason found suitable by authorities
- c) The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of same in their leave account.
- d) Sanction of above leave is at the discretion of the authorities.

9. Vacation

Teachers and technical staff are entitled to vacation as per rules of University of Mumbai (presently 30 days during summer and 12 days during winter is admissible). Employee should be physically present either before proceeding on vacation or the day preceding the last day of vacation.

10. Study Leave / Preparatory Leave

A teacher can be granted study leave at the discretion of the Governing Body of the college subject to a maximum of 6 months. The teacher who is granted study leave shall enter into an agreement / bond with the institute for a period of at least 1 year.

Coursework related to Ph.D. has to be completed by teachers in their vacation period.

No OD leave will be granted for pre-registration courses and career advancement courses and can be done by teachers during their vacation period.

Service Book is updated every half yearly i.e. half leave credited to the account on 1st January (for credit earned from July to December of the earlier year) and 1st July (for credit earned from January to June of the same year).

11. Procedure of Promotions

1. Non-Teaching staff



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- Time-bound (after completing 12 years)
 - Summary statement prepared for eligible staff
 - A screening committee meeting is scheduled by the Principal
 - Forwarded to Management for approval (GC)
 - Letters issued for grant of promotion

2. Faculty CAS

- A screening committee is formed for scrutinizing the applications
- A summary report is prepared.
- Faculty are interviewed by the expert committee
- Promotions are granted on the recommendations of the expert committee.



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Faculty Empowerment Schemes

Faculty is the most important pillars of an institute. While students spend their 4 years in the institute, by large, teacher spends 30-40 years with the institute. Empowerment of faculty in turn is an empowerment of the student. While investment on empowerment of a student is recurring, the investment on empowerment of faculty gives long term returns. Institutes need to ensure continuous value addition of each and every faculty member. To encourage this, following schemes / policies are framed for various activities under the broad umbrella of faculty empowerment. Following **policies**/schemes are devised for empowerment faculty members.

1. Participation in Conference / Seminar/ Workshop / Exhibition /Technical Festivals /FDP / Training programs /STTP etc.

Empowerment comes through external exposure:

- Faculty members are encouraged to participate in the **quality conferences** arranged by institutions of repute, centrally funded institutions, state govt. funded institutions, TEQIP funded institutions and other institutions in the country preferably in the bracket of 200 ranks in the NIRF.
- Faculty member **publishing/presenting paper** in the conference/workshop/ congress etc. will be reimbursed total expenditure towards this which include permissible **travel expenses, stay arrangement, permissible dearness allowance, and registration fees.**
- Every faculty will be supported **once in every year** for such activity.
- Faculty members (who are **not authors**) but interested in attending these prestigious conferences, workshops, seminars etc. will also be supported to the limit of **75% of the actual expenses.**
- The principal may accord sanction to additional conference/event for a particular faculty as a token of appreciation towards **valuable contribution** of an individual to the institute.
- Every faculty deputed for such external event, shall **submit a report**, and give a brief seminar in the department to the colleagues/students regarding the event/topic/paper.

2. Professional membership of Technical Societies such as IET, IEEE, IE(I), IETE, CSI, ACM, or any other professional society recommended by the respective HoD and Dean-Administration.

Empowerment comes through Collaboration:



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- Every faculty will be encouraged to be the member of the **professional societies** in the domain.
- Institute will support **75% of the membership fees** every year for every faculty with a **maximum limit of Rs. 20000**.

3. Assistance for registering patent/copy right/IPR.

Empowerment comes through Innovation:

- The **IPR and Patents** have become very important in today's context for any higher education institute, in particular the **technical education institution**.
- Faculty need to be encouraged to innovate. Attempts be made to make them more **innovative and creative**.
- **Projects, capstone project, mini project**, give student opportunities to work together, work on new ideas. It may lead to start up / entrepreneurship.
- To encourage innovative works of the faculty, **100% financial support** towards the expenses incurred in registering the **new idea, patent** will be provided by the institute.
- The application in this regard be forwarded through the Head of the Department. The institute level R&D committee under the Dean Academic & Research will evaluate this within a week.
- This committee will consist of **5 senior faculty** across the institute covering broadly all domains of learning.
- The committee will scrutinize these proposals scrupulously. Based on the **merits of the proposal** a decision will be taken whether to extend the financial support or not.
- Financial support extended will be **100% of the total expenses** (covering entire stages such as filing the patent, first examination, cross examination, response to the queries, all Govt fees and official charges of patent attorney, charges towards the certificate of award of the patent, etc). The patent will be **property of the institute**. It will be in the name of the institute. The faculty will be the authors for the patent.
- If the **patent is rejected**, the **50% expenses** will be returned by the faculty to the institute.
- Only **one patent per year per faculty** will be supported.

4. Assistance for Industrial Visits/Internship/Tours.

Empowerment comes from Industrial exploration:



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- Faculty members are encouraged to **visit industry, arrange industrial tours**, do the industry internship to get real life flavors.
- Faculty will be financially supported for these activities.
- Every faculty will be supported **once in every year** for maximum 5 days.
- The permissible **travelling and dearness allowances** and permissible expenses towards stay will be reimbursed at actual.
- Faculty going for **long duration industry internships** will also be supported.

5. Support to purchase the books.

Empowerment comes from quality learning material:

- Teacher is expected to refer **good quality learning material**.
- Teacher is expected to refer several **world class books** while preparing for the course to be taught.
- This is continuous process and demands the **awareness of recent publications and literature**.
- To facilitate every teacher is encouraged to **procure the books**.
- **A financial support of actual amount spent on books limited to Rs. 5000/- per year** will be extended to every faculty member.

6. Assistance for enrollment for the MOOC's courses.

Empowerment comes from accessibility:

- Open learning platform such as **NPTEL, Coursera, edX** offer great learning opportunity for today's learners.
- This is enriching education. New courses on **cutting edge technology**, and of **interdisciplinary nature** can be studied on these platforms from the best universities of the world.
- The best teachers of these universities make such courses available to worldwide learners.
- Anytime, anywhere and offered at the **individual pace** are very distinctive and attractive features of these courses.
- Many **reputed universities** have started online specialization programs in **emerging areas**.
- **IITs offer** more than 400 courses on **NPTEL/SWAYAM platform**. Many of these courses are **live courses** and offered semester to semester. IITs also take **Procter examinations** and offer certificates to the learners who have successfully completed the registered course.



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- All faculty members in the institute be encouraged to **register for these courses and increase the bandwidth of the knowledge.**
- To facilitate this, every faculty will be supported with **100% of actual registration fees for MOOC's courses** from NPTEL and upto 90 % for MOOCS from other platform.
- Teachers are expected to register for the courses related to **new technology, inter disciplinary courses, advance mathematics and statistics related courses, and other value addition courses.**
- Every teacher will be supported to register for one course per semester.
- Institute may also felicitate such Teachers who have registered and completed the **MOOC's course successfully in the Academic Council** to appreciate the efforts of the teachers towards knowledge up gradation.

7. Tuition fees support to faculty for higher education/additional qualification.

Empowerment comes from higher education:

- Lifelong learning has become the essential attribute of today's engineer. **Disruption of technology** is giving rise to several new fields.
- To sustain in such changing time, faculty members will have to **continuously learn.**
- To support faculty for enrolment to the **higher education, tuition fees support** will be extended to the faculty to the tune of **50% of the actual fees paid** for the relevant programs at institute of high repute such as IITs/IIITs/NITs.
- Faculty requiring such support will make an application well in advance for such support.
- Presently such support will be extended for additional ME/M.Tech./MS Degree or Ph.D. program for regular and permanent faculty members.

8. Paper publication in the international conference outside the country.

Empowerment comes from international exploration:

- Faculty is encouraged to publish their **quality work** at the international conference of repute outside the country, present the paper, visit few universities nearby, and interact with domain experts.
- The support is extended towards **registration fees, travel, stay and other expenses.**
- For international event, such support will be **limited to Rs. 1,00,000/-.**
- Faculty willing to publish a research paper at an international event outside



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the country should apply with the due recommendations of the HoD to Dean R&D.

- Institute level committee will **scrutinize the application** and will make recommendation to the principal.
- The faculty applying for this support, however, will make all possible attempts to fetch external support from various central and state funding agencies such as AICTE, SGBAU, UGC, DST, DoT, BARTI, SARTHI etc.
- If some external partial support is obtained, institute will give additional **support limited to Rs. 1,00,000/-**.
- Every faculty deputed for such external event, shall **submit a report and give a open talk in the institute inviting all faculty/students**.
- Every faculty will be supported **once in every 3 years** for publishing paper at the international event outside the country.

9. Organization of STTP/FDP/Seminar/Workshop/Conference.

Empowerment comes from Support:

- Faculty/Department interested in the organization of such event will make a detailed proposal to the Dean R&D.
- The institute level committee will **scrutinize the proposal** and make its recommendations to the principal.
- If the amount requested is **below Rs.1,00,000/-**, Principal will accord the sanction to this proposal.
- Other proposals will be placed in the **BoG meeting** for sanction. However, the interested faculty should use this support as seed money and fetch external funding from various state and central funding agencies such as DST, AICTE, MU, UGC, and industries.
- One event per department per year will be supported by the institute.
- If there are more proposals, department will prioritize and recommend only one proposal in one semester.

10. Research Support to young faculty.

Empowerment comes from supporting seed money:

- The **new entrant faculty** will be supported by a seed money of Rs. 2,00,000/- for the research project to begin/to continue the journey of research.
- This will enable the young faculty to continue the research work of M.E/Ph.D after joining the institute.



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- The faculty will write a **research proposal**. It will be scrutinized by the institute level R&D committee.
- The proposal will be recommended by the Dean R&D and approved by the principal.
- Every faculty is eligible for this support only once in his career, and **within first 5 years of his/her service**.

Important Notes:

- Every faculty will be supported for any number of activities indicated in 1-7 with an annual limit of Rs. 50,000/- per faculty.
- Every faculty will be supported once in three years for the scheme no. 8.
- Scheme 9 and 10 are applicable to department and young faculty

Financial Implication for Financial Year: 2023-24

Total Strength of the faculty members in 2023-24: 74 (Permanent: 59 and Ad hoc: 15)

Scheme No.	Scheme Description/Type	Approx. No. of Faculty Target/Year	Approx. Amount Expected	Total Amount
1	Participation in Conference / Seminar/ Workshop / Exhibition /Technical Festivals /FDP / Training programs /STTP etc. (Support 75% of actual expenses)	20 (25%)	Rs.10,000	Rs.2,00,000
2	Professional membership of Technical Societies such as IET, IEEE, IE(I), IETE, CSI, ACM or any other professional society.(Support 75% of membership fees)	40 (50%)	Rs. 5,000	Rs.2,00,000
3	Assistance for registering patent/copy right/IPR. (100% support)	10 (15%)	Rs. 10,000	Rs.1,00,000
4	Assistance for Industrial Visits /Internship/Tours. (100% Support)	12 (18%)	Rs. 25,000	Rs.3,00,000
5	Support to purchase the books. (100% Support)	60 (80%)	Rs. 5,000	Rs.3,00,000
6	Assistance for enrollment for the MOOC's courses. (100% of actual Registration fee for NPTEL)	20 (25%)	Rs. 5,000	Rs.1,00,000



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7	Tuition fees support to faculty for higher education/additional qualification. (50% of actual fees paid)	04 (5%)	Rs. 50,000	Rs.2,00,000
8	Paper publication in the international conference outside the country. (limit 1 lac)	05 (7%)	Rs.1,00,000	Rs.5,00,000
9	Organization of STTP/FDP/Seminar /Workshop/Conference (per dept. 1)	03 (5%)	Rs.1,00,000	Rs.3,00,000
10	Research Support to young faculty	02 (10% YF)	Rs.1,00,000	Rs.2,00,000
Total	Permanent Faculty Members	59 @	--	Rs.24,00,000 (24 lacs)
Total	Ad hoc Faculty Members	15 #	--	Rs. 2,00,000 (2 Lacs)

@: Total no. of current permanent faculty members: 59 #:

Total no. of current Ad hoc faculty members: 15